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7 February 1955

MEMORANDUM FOR: Chief, Special Contracting, Allowances, and Processing Staff

SUBJECT: Fitness Reports for Staff Agents

1. In accordance with an agreement between representatives of the Chief of Administration, Deputy Director (Plans), and the Office of Personnel, the following procedures will be observed in notifying Area Divisions of the due dates of Fitness Reports for Staff Agents.

2. Based on a machine listing, the Chief, SCAPS, will furnish Area Divisions a listing of Staff Agents in pseudonym on whom Fitness Reports are due. The phasing will be based on [redacted] since either the rating official or the reviewing official for Staff Agents is usually located in headquarters.

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3. Chief, SCAPS, will notify the Area Division 60 days before Fitness Reports are due. This period is prescribed because it is considered to be the minimum of time in which the Report can be expected if the Area Division determines that the Staff Agent should be rated by an individual in the field.

4. SCAPS will maintain a system of follow-up on the notifications submitted to the Area Divisions. If a Fitness Report is not received within 30 days after it is due, the Division will be notified in writing of the delinquency. If, after a lapse of 60 days there has been no response to this delinquency notice, and no explanation has been offered for the delay, another notice of delinquency will be addressed to the Division for the signature of the Assistant Director for Personnel.

(Signed)

George E. Meloon
Deputy Assistant Director
for Personnel

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